

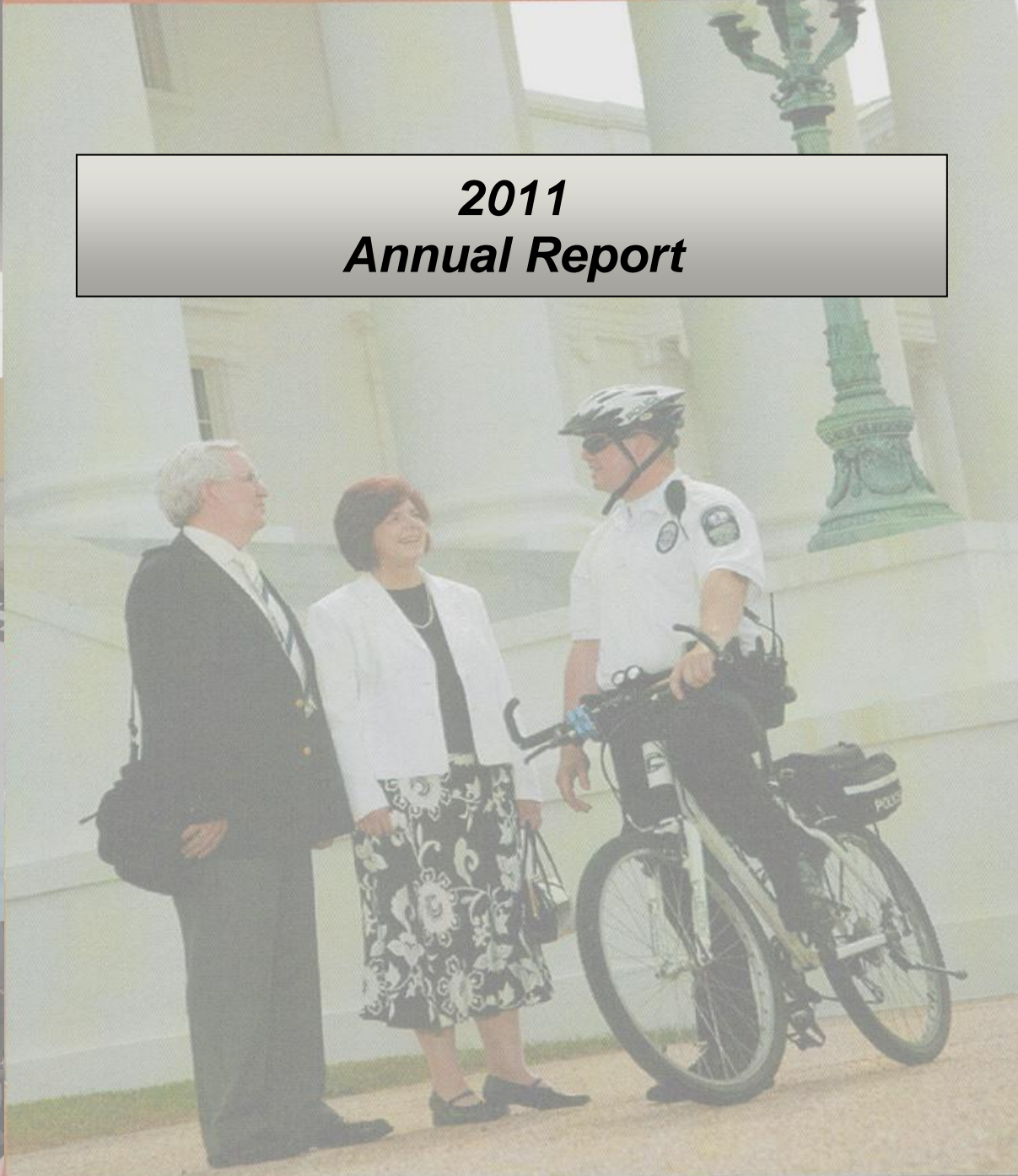
THE DIVISION OF  
**CAPITOL POLICE**  
COMMONWEALTH OF VIRGINIA



[www.dcp.virginia.gov](http://www.dcp.virginia.gov)



**2011**  
***Annual Report***



*The Duty to Protect. An Honor to Serve.*



## **DIVISION OF CAPITOL POLICE ADMINISTRATION**

### **CHIEF OF POLICE**

**COLONEL ANTHONY S. PIKE**

### **DEPUTY CHIEF OF ADMINISTRATION**

**CAPTAIN RAYMOND J. GOODLOE**

### **DEPUTY CHIEF OF OPERATIONS**

**CAPTAIN RANDALL E. HOWARD**

### **HUMAN RESOURCES MANAGER**

**MS. STEPHANIE DILLON**

### **EXECUTIVE ASSISTANT TO THE CHIEF**

**MS. JULIE REDDEN**

### **MESSAGE FROM THE CHIEF**

I am pleased to provide you with the 2011 Division of Capitol Police Annual Report. This report is a collaborative effort among the Division staff to highlight our accomplishments in 2011. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic community. I want to thank Colonel Kimberly S. Lettner for her dedicated service to the Commonwealth of Virginia and wish her well in the future. Colonel Lettner retired from the Division of Capitol Police on July 1, 2011. The Division of Capitol Police is a progressive agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.



**COLONEL ANTHONY S. PIKE**  
**CHIEF OF POLICE**



## VISION STATEMENT

*Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.*

## MISSION STATEMENT

*To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.*

## CORE VALUES

*Devotion  
Character  
Professionalism*



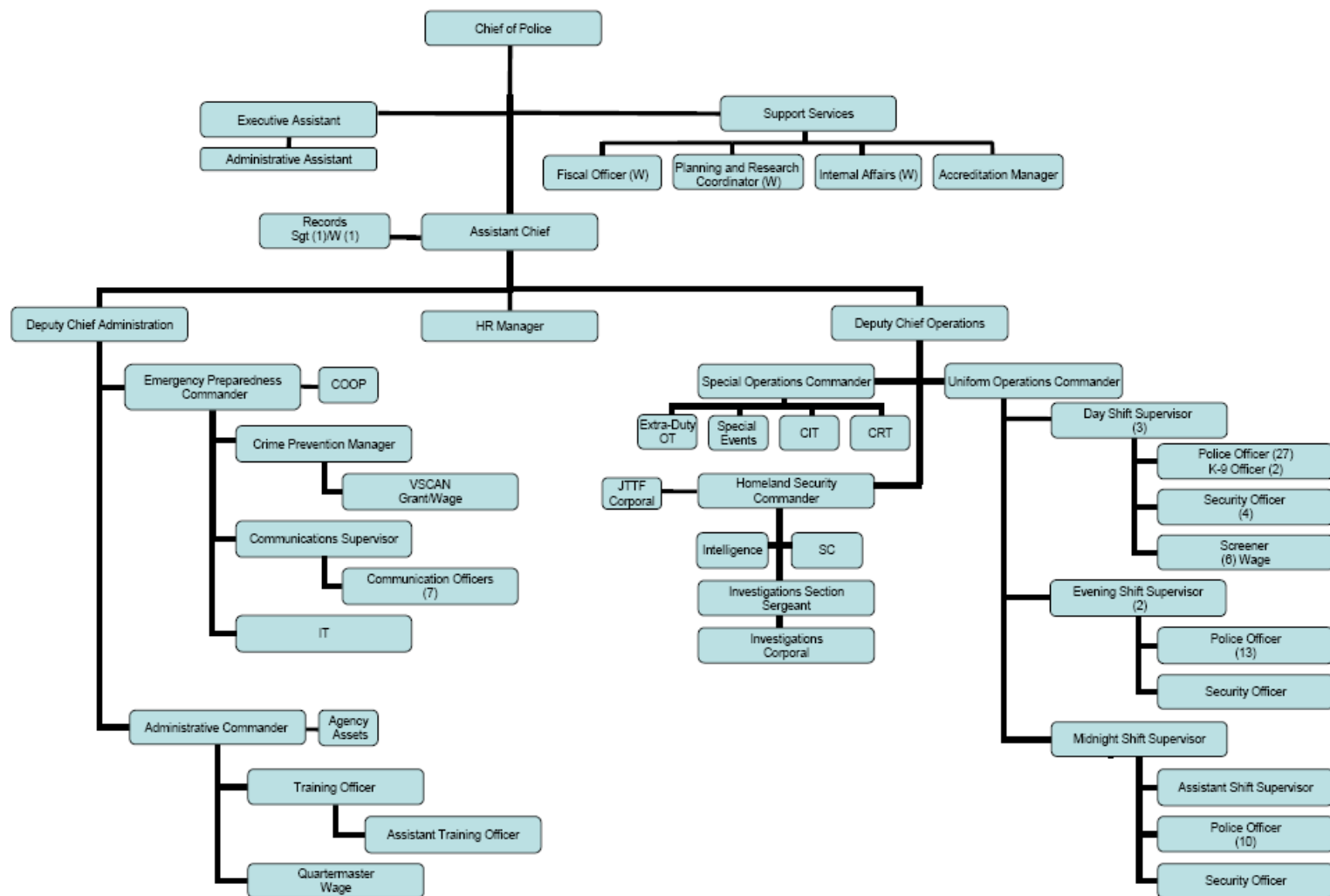
*The Duty to Protect  
An Honor to Serve*



## ORGANIZATIONAL CHART

### Division of Capitol Police

June 1, 2011





## **ADMINISTRATION DIVISION**

The mission of the Administration Division is to ensure that the Operations Division has operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a captain who reports directly to the assistant chief of police. The Division underwent reorganization in 2011; the Administrative Division changed leadership on April 1 and reorganized its sections. On June 1, the Planning and Research section became the Emergency Preparedness section and was reorganized to contain Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative section changed to contain Training, Supply, and agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

### **EMERGENCY PREPAREDNESS SECTION**

The Emergency Planning and Crime Prevention section consists of officers who are certified crime prevention specialists. This section is charged with providing crime prevention services/information to state agencies and employees, assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infrastructure and security assessments. The section also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.



### **Accomplishments**

The Emergency Preparedness section commander serves as the Division's liaison with the Division of Legislative Automated Systems, and is responsible for the design, development, and maintenance of the Capitol Police website. The commander also provides on-site information systems and technology support for agency computers and serves as the IT Liaison between the Capitol police and other state agencies.

- The Division website ([www.dcp.virginia.gov](http://www.dcp.virginia.gov)) was maintained and improved throughout the year. Improvements/changes included:
  - A Press Release Page was added;
  - A Crime Map page was added displaying our integration with CrimeReports.com;
  - A Crime Stoppers was added displaying the Division's current cases;
  - Selection and appointment of an Assistant Chief of Police;
  - Added the National Terrorism Alert System notification tool;
  - Added the Virginia State Capitol Alert Network page.
- The Emergency Preparedness section helped to procure, setup, and train the Division's Quartermaster to utilize a new inventory control system called FileOnQ.
- Technology in the Division's training room was utilized to facilitate the unified command center for several planned and unplanned events. Unified command was able to actively monitor events within and around Capitol Square in real-time.
- The State Board of Elections utilized the training room for training due to the availability of training laptops and its wireless environment.
- The Division upgraded its Microsoft Office programming to Office 2010.
- The Emergency Preparedness section replaced and upgraded the Division's Blackberries.
- The Division utilized CrimeReports.com to provide its stakeholders and visitors crime-mapping capabilities. This system provides up-to-date, accurate, and agency controlled information that is ad and spam free. Citizens have free access and can sign up for email alerts based upon defined crime types.
- The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched during 2011. Under this grant the Division was able to select and hire a VSCAN Manager. This grant enabled the Division to expand the number of members receiving emergency communications within and around the Capitol District. The VSCAN system expanded the number of employees that were in the StateWide Alert Network (SWAN) to approximately 1,000 personnel in VSCAN. This number continues to grow as more people become aware of it. The VSCAN Manager held nine Manager training sessions, 61 people total, to provide more agencies within and around the Capitol District to the VSCAN system. The VSCAN Manager also created pocket pamphlets that were handed out to educate people about the system. During 2011, 1133 alerts were sent out through 12,334 messaging formats to approximately 3,072 people.





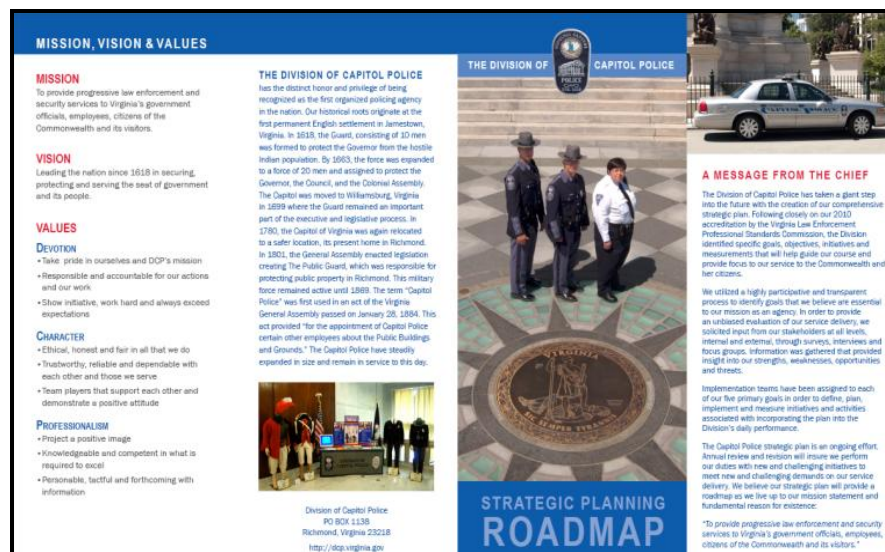


- Members of the Planning and Research section (and the Emergency Preparedness Section) coordinated the development of the Division's first strategic plan in 2010. The plan was created after evaluating the results of interviews, focus groups and internal and external surveys. The plan includes a vision statement and core values, and identifies five goal areas:
  - 1) To be a well-managed organization;
  - 2) To provide an exceptional and diverse workforce;
  - 3) To provide safety and security of facilities and protection of people;
  - 4) To be ambassadors of the Commonwealth; and,
  - 5) To provide an environment of preparedness.

The plan is now in the implementation phase, with teams working toward the development of over 30 initiatives. Several of these initiatives were completed in 2011. They consist of;

- 1.1 Improving three administrative processes annually;
- 1.4 Formalizing a structure for implementing and monitoring DCP's strategic plan;
- 2.1.1 Reducing accrued leave liability by 5%;
- 3.4 Improving the existing process by establishing clear protocols for reporting and resolving security issues; and,
- 4.6 Providing employees with historical resources to enhance visitor interaction.

The strategic planning process is an on-going endeavor and both the Direction Setting Team and the Implementation Team meet monthly. To assist and educate employees of the Division's work on the Strategic Plan, a Strategic Planning Brochure was created.



The Strategic Planning Function, as of June 1, 2011, transition to the Chief's Office and was retitled as the Planning and Research Coordinator.



- The Emergency Preparedness Commander served on the following work groups while representing the Division; the Capitol Security Work Group, Evacuation Sub-Committee Work Group, the Agency Preparedness Oversight Work Group, Commonwealth Preparedness Work Group (later changed to the Homeland Security Working Group), and the Legislative Continuity of Operation Plan Work Group.

The Emergency Preparedness Section Commander, while serving on the Evacuation Sub-Committee Work Group (under the Capitol Security Work Group), assisted in the draft and completion of an Emergency Evacuation plan for the downtown area. This evacuation plan was incorporated into the Commonwealth of Virginia Emergency Operations Plan (COVEOP) for the state.

- The Division obtained accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC) in 2010. The Division held a mock assessment in 2011 to evaluate its preparation for maintaining its accredited status. The results of the mock assessment revealed that the division was on track and doing well.

The Division's Accreditation Manager was elected to Vice President for the Commonwealth Coalition on Accreditation (CCOA). She was selected to serve as a training committee member for the Virginia Law Enforcement Accreditation Coalition (VALEAC) and attended the VALEAC conference in October. She was also a member of DaPro System's Accreditation Steering Committee (the Division's Computer Aid Dispatch vendor).

The Division's Accreditation Manager conducted two mock assessments, one for the Virginia Commonwealth Police Department and one for Gloucester Sheriff's Department.

To assist the Division in maintaining crucial time sensitive deadlines, the Accreditation Manager created a process for ensuring that both the Division's General Order's Manual and Accreditation requirements were met.

The Accreditation Section transitioned to the Chief's Office on June 1, 2011.

- The Crime Prevention unit responded to twenty-five (25) crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations, facility security assessments, and crime prevention consultations.

The Crime Prevention section participated in the State Preparedness Day Expo by setting up a table and handing out crime prevention materials.

The Crime Prevention section in combination with one of the Division's K-9 handlers provided a K-9 and crime prevention demonstration for the children's daycare center at the Virginia Department of Transportation. They also provided a demonstration for MCV Hospital's Virginia Treatment Center for Children.



The Crime Prevention section completed security assessments for the Virginia Court of Appeals, Richmond City Health District, Employee Dispute Resolution, and a re-assessment of the Virginia War Memorial.

The Crime Prevention unit also published an updated *Capitol District Emergency Planning Manual*. It was updated to ensure compliance with the Department of Homeland Security Active Shooter criteria and added specific information for Critical Incidents.

The Crime Prevention Sergeant helped to finalize the Standing Operating Procedure for the State Corporation Commission. She compiled a book of state building floor plans and printed maps of each to be utilized during emergencies.

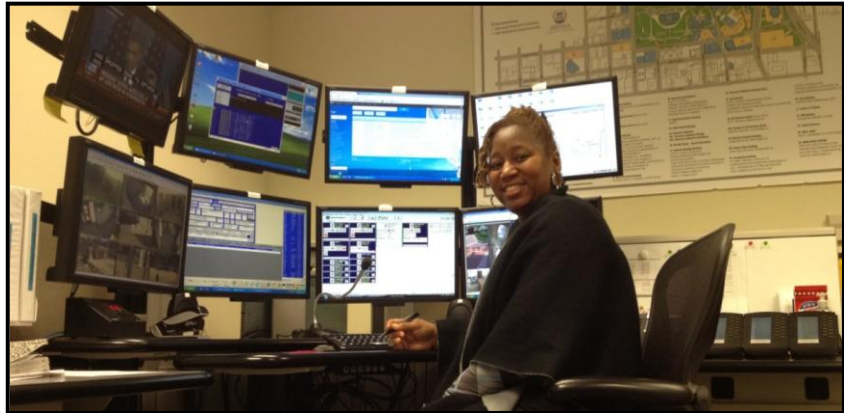
As a goal champion for the Division's Strategic Plan, the Crime Prevention Sergeant improved the one of the Division's reporting processes by establishing clear protocols for reporting and resolving security issues within and around the Capitol District.

The Crime Prevention Sergeant organized and implemented the planning process for the Division's 2011 Table Top exercise which followed guidance set forth by the U.S. Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP). This exercise was designed to evaluate the mid-level management's ability to follow Division Policy and Procedure.



## Communications

The Communications section provides twenty-four hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact receiving all incoming complaints and reports of crime. Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer Aided Dispatch (CAD) system. Communications personnel are responsible for Central Station monitors of alarm systems for designated state offices and have the capability to monitor select video camera systems for the Capitol complex.



## Honor Guard

The Honor Guard and its members performed a number of special events, funerals and details over the course of 2011.



## Recommendations

- Provide additional information systems training for all Division employees.
- Continue replacement of computers with laptop docking stations to ensure mobile continuity.
- Consider further expansion of the use of computer tablets and similar mobility expansions.
- Purchase mannequins for utilization by the Division for historical presentations and conferences.
- Acquire and outfit a Tactical Operations Trailer to ensure mobile continuity.



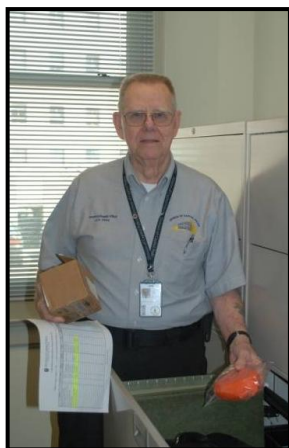


- Obtain support and funding to add additional notification components to the VSCAN system.
- Complete a Standing Operating Procedures Manual for utilization by the Division Communications Center.
- Draft and implement a Career Development Program for the Communications Officers.
- Upgrade Division computers to Windows 7 for systems that will support it as well as planning for Office 2012 and Windows 8 being released later in 2012.

## **ADMINISTRATIVE SECTION**

### **Training**

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities, to perform their duties in an acceptable and professional manner. To achieve this, the training unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private.



### **Quartermaster**

The duties of the quartermaster include procurement, maintenance, issuance, and inventory of Division uniform items, equipment, and supplies.

### **Security Clearances**

This responsibility was transferred to the Homeland Security Section Commander in July 2011.



## **Accomplishments**

- Provided training to Operations staff on various systems in the Communications Center.
- Provided on-going training to all communications officers for SWAN (State Wide Alerting Network) notifications.
- Participated in the Regional Preparedness Advisory Committee for Interoperability (RPAC1) and User Agency Requirements Committee (UARC) meetings.
- Completed the Criminal Justice Information Services (CJIS) annual security policy audit.
- Completed the Law Enforcement Information Exchange (LInX) system annual audit.
- Completed the Department of Criminal Justice Services (DCJS) academy recertification.
- Developed and revised procedures for the Administrative Section for accreditation compliance.
- Participated in the Division's Continuity of Operations Plan development.
- Increased training with vendor to provide computer classes for DCP personnel.
- Completed observation skills training at the Virginia Museum of Fine Arts for sworn personnel.
- Provided basic law enforcement training to four new recruit officers and three new certified police officers, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Completed a police bicycle pre-training assessment program.
- Developed and conducted in-service schools covering topics such as precision driving (including practical driving courses), critical incidents, and crowd control and crisis intervention. All sworn officers attended a 4-hour First Aid recertification class and a 4-hour policy review class which covered new and revised administrative and operations policies.
- Developed and conducted the first DCP supervisor development in-service program, covering topics such as domestic violence, ethics, cultural diversity, immigration, early warning system, computer skills, FLSA, performance management, stress management, administrative investigations, media relations, risk management, sexual misconduct, effective communication and the Freedom of Information Act.

- Coordinated the following external training:
  - Supervisory
    - DHS Tactical Community Policing Train the Trainer
    - Virginia FBI NAA First Line Supervisors School
    - National Criminal Justice Command College (NCJCC)
    - Administrative Officers Management Program (AOMP)
    - Professional Executive Leadership School (PELS)
    - ICS 300
    - VCU Performance Management Group
      - Experienced Supervisors Institute (ESI)
      - Commonwealth Management Institute (CMI)
  - Police Officer
    - Bike School conducted by Virginia Commonwealth University Police Academy.
    - Crater Criminal Justice Academy (CCJA)
    - Rappahannock Regional Criminal Justice Academy (RRCJA).
    - Virginia Crime Prevention Association (VCPA).
    - Virginia Center for Policing Innovation (VCPI).
    - Chesterfield County Police Department training academy.
    - Richmond Police Department outdoor range for CRT training.
  - Communications Officer
    - PowerPhone Total Response (CACH system)
- Coordinated and/or conducted the following instructor certification/recertification:
  - Defensive tactics instructor recertification – 1
  - Firearms Instructor
    - Certification - 1
    - Recertification – 3
  - General instructor
    - Certification – 1
    - Recertification - 2
  - VCIN Instructor
    - Certification – 1
    - Recertification - 2
  - Breath Operator
    - Certification – 1
    - Recertification - 2
  - VCIN Operator certification/recertification
    - Level A – 5
    - Level B – 8
    - Level C - 20
    - Recertification - 2
- Coordinated requests from external agencies for Division instructors:
  - Firearms
    - Crater Criminal Justice Academy
  - Driver training
    - Crater Criminal Justice Academy





- Richmond Sheriff's Department
  - Anti-Terrorism Awareness
    - Crater Criminal Justice Academy
    - Central Virginia Training Academy
    - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
  - New Horizons
    - Windows 2010 Word Level 1
  - DaPro Systems
    - MobileFR Field Reporting System
- Coordinated the use of the training room for State Board of Elections to conduct two classes.
- Developed two (2) Request for Proposal (RFP) for uniform clothing.

### **Recommendations**

- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) instructor certification, bicycle maintenance training and annual fitness test.
- Purchase interactive software for the Training Section to enable the instructors to interact with the class via pre-class instruction testing and post-class instruction testing.
- Purchase vouchers from vendors to allow continued education/training on computer programs.
- Support, provide, and solicit training through the Division's technological capabilities for our training room to include external agencies.
- Solicit architectural and engineering design information for upgrading our indoor range to become "green" and expand to five (5) lanes if possible when the Supreme Court building is renovated.
- Purchase the Milo System to enhance agency training capabilities to further develop and enhance the Division's personnel on reaction time/capabilities during critical incidents.





## **OPERATIONS DIVISION**

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four hour full-service law enforcement and



security services to the Governor of Virginia and his family; Lieutenant Governor; Attorney General; members of the Virginia General Assembly; Virginia Supreme Court Justices; Court of Appeals Judges; 7,000 state employees; over 100,000 annual visitors to the Capitol Complex; and numerous special events. These services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, K-9 patrols, parking enforcement, and crowd control for various events.

The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Division is comprised of three sections: Uniformed Operations, Special Operations and Homeland Security. This was the result of an agency-wide reorganization that went into effect on June 1, 2011.

### **UNIFORMED OPERATIONS SECTION**

The Uniformed Operations Section is commanded by the Uniformed Operations Commander, a Lieutenant, and is comprised of three shifts: Days (8:00 am to 4:00 pm), Evenings (4:00 pm to midnight) and Midnights (midnight to 8:00 am). Each shift is supervised by Sergeants. The shifts include a combination of police officers, security officers, K-9 officers and security screeners.

### **Accomplishments**

- Developed and implemented five (5) special projects.
- Projects Completed:
  - Coordinate the replacing of the Senate, House, and Capitol Bank Street magnetometer signage
  - Develop an Action Plan for over-crowding in the Capitol Building.
  - Develop an Annual Report
  - 2011 General Assembly After-Action Plan
  - Interim Performance Evaluations
- Assisted Special Operations Lieutenant in developing and implementing operations plans for six (6) major special events.

- Provided law enforcement services through staffing/monitoring of 81 rallies/events on Capitol Square.
- Provided police services for one (1) movie filmed in and around the Capitol.
- Completed eight (8) administrative investigations.
- Completed one (1) Division vehicle damage report.
- Developed and/or revised one (1) Standing Operating Procedures (SOPs) for operational areas of responsibility at the Virginia War Memorial.
- Projects Completed:
  - Sergeant Post Assignments
  - Court and Training Compensation
  - Coordinated Division's General Assembly Building display
  - Provides Accreditation CIT Static Display
- Reports/Special Plans/Manuals Completed:
  - 2011 General Assembly Operations Plan
  - Collected required proofs of compliance for accreditation
- Developed and implemented operations plan for three (3) special events.
- Field trained three (3) new officers.
- Completed three (3) Use of Force investigations.
- Completed three (3) pursuit investigations.



### **Recommendations**

- Installation of cameras in public committee rooms in the General Assembly Building and the Capitol Building.
- Work on a better system for the approval of reports.
- Continue to expand the CRT and CIT Teams.



- Obtain necessary vehicles for patrol operations.
- Address salary compression issues that exist between supervisors and patrol officers.
- Purchase computer software to allow automation of time-sheets.
- Obtain a dedicated patrol vehicle for supervisor use.
- Reimburse officers for uniform cleaning.
- DCP to charge a fee for FOIA request responses to cover expenses for man-hours and cost of material.



### **SPECIAL OPERATIONS SECTION**

The Special Operations Commander/Lieutenant is responsible for administrative oversight and coordination of the Critical Incident Team, Crowd Response Team, Honor Guard Team, and Canine Team; development of the Division's operations plans for special events and rallies; development, review and revision of Standing Operating Procedures for DCP assigned buildings; and, coordination of the Division's off-duty overtime assignments.

### **Critical Incident Team (CIT)**

The purpose of the Critical Incident Team is to provide the Capitol Complex with a quick response to any critical incident or event which would require an immediate tactical deployment. The team is comprised of sworn members from various operational areas of the Division, and commanded by a Lieutenant. The Special Operations Commander is responsible for the administrative coordination of the Critical Incident Team. When not in training or deployed for special or critical events, the team members perform their normally assigned duties. The team was also a co-sponsor for the National Tactical Officers Association (NTOA) yearly conference that was held in Richmond, Virginia in September. Members of the CIT participated in the International Police Mountain Bike Association Conference held in Richmond.

### **Crowd Response Team (CRT)**

The Crowd Response Team is comprised of sworn members from various operational areas of the Division, commanded by a Lieutenant. Each squad is supervised by a Sergeant. The Special Operations Commander is responsible for the administrative coordination of the Crowd Response Team. Members receive specialized training in the Field Force concept for riot and civil disturbance control.



The Crowd Response Team conducts joint training throughout the year with Richmond Police Crowd Management Team (CMT). The training teaches officers how to deal with riots, unlawful protests, and large unruly crowds. The training consists of classroom and practical field exercises. As part of the training, officers are to navigate RPD SWAT Obstacle Course, a 1 ½ mile course through the woods with approximately 10 obstacle challenges along the way. The officers work together to ensure each officer successfully completes each obstacle and engages in team building exercises and agency collaboration.

In 2011, CRT and CMT were introduced to the pepperball launcher system. The officers conducted a review of OC rounds, marker rounds, water base training rounds, and glass breakage rounds. The officers learned about impact zones, physiological and physical effects of deploying less lethal munitions, tactical considerations, and decontamination and care of individuals affected by chemicals agents. Officers were certified in the use of the foggers and OC spray.

CRT and CMT also conducted field training exercises on the various riot formations and executing formation movements against disorderly crowds, including riot formation exercises with RPD mounted units and the use of live Chemical Agents (gas) for the purpose of providing live gas mask training. Officers practiced arrest techniques, removal of sit down protesters, and officer rescue techniques. RPD cut teams provided demonstrations on how to properly cut plastic pipe way from protesters' hands and arms and cut pipe with protesters hands and arms incased in cement.



### **K-9 Teams**

**K-9 Officer Tuck (Ret.)** is a ten year old yellow Labrador retriever. He was initially trained by Virginia State Police in which he served for four years. Tuck's main purpose was explosives/firearm detection and served with the Division of Capitol Police from February, 2009 - May, 2011. He was certified under the Virginia Police Work Dog Association. Tuck served the citizens of the Commonwealth by performing protective sweeps for both Governors Kaine and McDonnell, members of the Virginia General Assembly, and Supreme Court Justices. He also performed numerous school security sweeps and demonstrations in the Metro-Richmond Area. Currently, Tuck is enjoying his retirement at home with his handler's family, spending most of his time playing fetch and laying by the fireplace.



**K-9 Officer Atos'** is a three year old Brindle German Shepherd from Marburg, Germany. Atos' primary purpose is explosives/firearm detection and has served with the Division of Capitol Police since July, 2011. He is currently certified under the Virginia Police Work Dog Association and the United States Police Canine Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting Law Enforcement Agencies in the Metro-Richmond Area. January 1 - December 31, 2011, Atos and Tuck completed 153 K-9 utilizations which included 12 outside agency utilizations for the Division. Special assignments have been: protective detail sweeps for Governor McDonnell, Attorney General, and members of the Virginia House of Delegates and Senate, demonstrations for the Faison School of Autism and the Crater Criminal Justice Academy, Richmond and Hanover School Sweeps, and the 10th Anniversary of 9-11.

**K-9 Officer Cheno** is an eight year old Belgium Shepherd (Malinois). He is currently certified under the Virginia Police Work Dog Association. Cheno's activity for 2011 included 404 total utilization's, 145 state agency/DCP requests, 223 pro-active sweeps, 8 bomb threats, 2 weapon searches at crime scenes, 2 vehicle checkpoints worked, 23 assists for other police departments, and canine demos at the Faison School for autistic children, VCU/MCV for children in need, VDOT day care, career day at Gayton Elementary School, Oak Knoll Middle School and an event at Monroe Park for Hounds for Healing.







### **Accomplishments**

- Developed and implemented three (3) special projects.
- Projects Completed:
  - Develop an Annual Report
  - CRT Equipment Inventory
  - CRT call-up, After-Action Report and overtime spreadsheet (VCU final four riots)
  - Lincoln Movie MOU Agreement
  - Lincoln Movie Overtime Schedule
  - MOU for maintenance and repair reporting procedures and inspections for Johnson Controls Inc. relating to camera systems in the Capitol District
- Developed and implemented operations plans for fourteen (14) major special events.
- Provided law enforcement services through staffing/monitoring of 81 rallies/events on Capitol Square.
- Provided police services for one (1) movie filmed in and around the Capitol.
- Reports/Special Plans/Manuals Completed:
  - 2011 General Assembly Operations Plan
  - 2011 General Assembly After-Action Report
  - Collected required proofs of compliance for accreditation

### **Recommendations**

- Purchase a van for CRT to use to transport officers and equipment.
- Assigned storage space to CRT and Honor Guard to house their equipment.
- Establish a non-lethal weapons team within the CRT.

### **HOMELAND SECURITY SECTION**

The Homeland Security Section is commanded by the Homeland Security Commander (Lieutenant), and includes the investigations and security clearance sections. The Homeland Security Commander is also responsible for intelligence collection, dissemination, and coordination, as well as supervision of the Division employee assigned to the Joint Terrorism Task Force (JTTF).



## **Investigations**

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with the patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with Federal, State, and local law enforcement agencies; and with security companies in and around the Capitol District.

### **Criminal Cases Closed by Arrest:**

(F = Felony, M = Misdemeanor)

- |               |                                  |  |
|---------------|----------------------------------|--|
| ▪ 2011-000572 | Monroe Building                  | Petit Larceny (M)  |
| ▪ 2011-001087 | Monroe Building                  | Petit Larceny (M)  |
| ▪ 2011-000800 | VWM                              | Stolen Inspection Sticker (M)                            |
| ▪ 2010-020253 | Monroe Building                  | Petit Larceny (M)  |
| ▪ 2011-003424 | Monroe Building                  | Threatening Communication (M)                            |
| ▪ 2011-009192 | 9 <sup>th</sup> and Franklin St. | Robbery (F)  |
| ▪ 2011-011081 | Central Garage                   | Petit Larceny (M)  |
| ▪ 2011-013047 | 400 E. Cary                      | B and E to vehicle/possession of stolen credit cards (F) |
| ▪ 2011-017397 | DCP                              | Harassing Communication (M)                              |
| ▪ 2011-017860 | Tyler Bldg.                      | Embezzlement (F)   |

### **Investigation Case Disposition:**

- 10 Cases Closed by Arrest
- 15 Cases investigated and labeled Inactive
- 29 Cases investigated and labeled Unfounded
- 14 Cases investigated and Closed By Exception
- 2 Cases Active from 2011
- 1 Case Active from 1991
- 5 Warrants currently on file

### **Evidence/Found Property**

- Maintained evidence, found property and property for safe keeping.
- A check for \$194.00 maintained in Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No Tangible Property was delivered.
- Annual evidence and property room audit was conducted.



### **Threatening Communications/Suspicious Individuals/Suspicious Incidents**

- The Investigations Section handled numerous investigations involving threatening communications, suspicious individuals, and suspicious incidents. During the course of the investigations, when necessary, the Virginia Fusion Center, Virginia State Police, Federal Bureau of Investigation, United States Secret Service, and other state and local agencies were contacted to obtain or disseminate information.

### **Investigative Intern**

- DCP implemented the investigative intern program. The intern is transferred from the Operations Division and serves a minimum of 3 months in the Investigations Section. One investigative intern worked in the Investigations Section during 2011.

### **Fingerprinting**

- Numerous fingerprints for employees of DGS, Consolidated Lab, Department of Agriculture and other state agencies were processed. The fingerprinting process assists employees in obtaining security clearances for employment.

### **Crime Stoppers**

- The Investigations Section participated in Crime Stoppers of Metro Richmond to disseminate information to assist in the investigation of criminal activity and coordinated with the Planning and Research Section for publication of information on the DCP web page.

### **Accreditation**

- The Investigations Section assisted the Accreditation Section in the gathering of proofs of compliance for evidence and property, policies, and records.

### **Records**

- The Investigations Section assisted the records manager with the collection and tracking of reports.

### **Recommendations:**

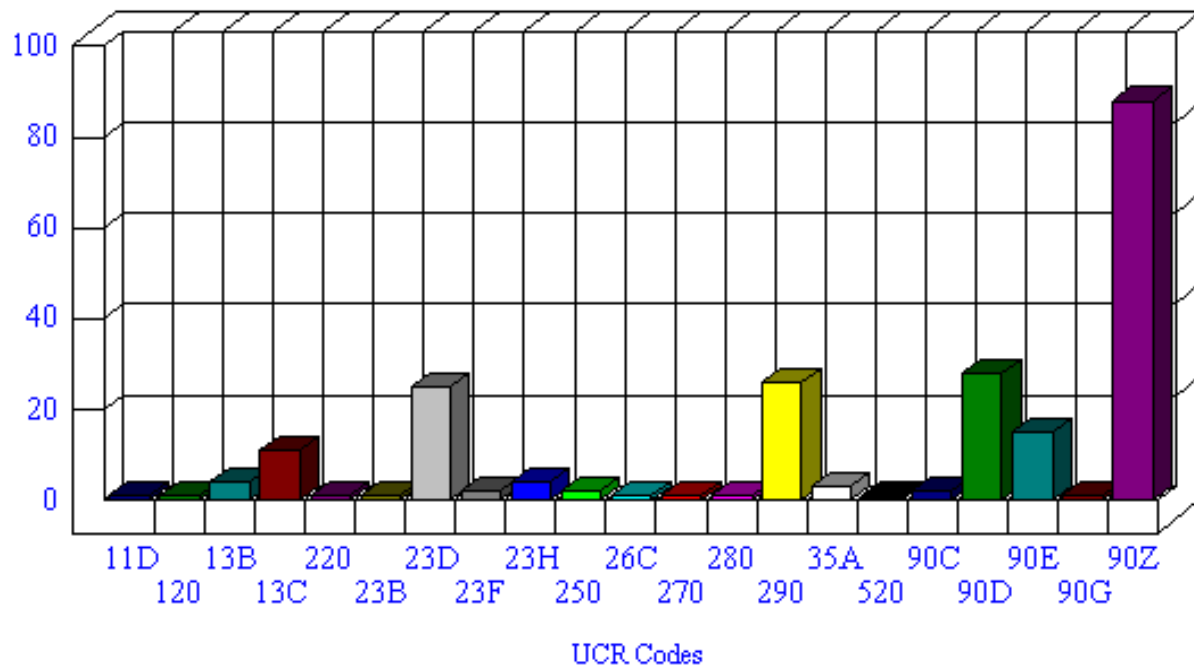
- Develop a DCP contingency plan for an Active Shooter Incident
- Conduct Annual Active Shooter Training
- Investigators work a flex schedule in order to allow them to more adequately adapt to the demands of their assignment.

### Security Clearances

The Security Clearance Analyst reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Analyst also prepares all security clearance denial appeals for the review by the Chief of Police. During 2011 approximately 4,309 security clearances were reviewed; 584 were incomplete; 343 were denied; and 14 denials were appealed.







## CAPITOL POLICE IBR OFFENSES 01/01/11 - 12/31/11

### 2011 Offenses:

#### Code/Description

11D	Forcible Fondling	1
120	Robbery	1
13B	Simple Assault	4
13C	Intimidation	11
220	Burglary/Breaking & Entering	1
23B	Purse Snatching	1
23D	Theft from Building	25
23F	Theft from Motor Vehicle	2
23H	All Other Larceny	4
250	Counterfeiting / Forgery	2
26C	Impersonation	1
270	Embezzlement	1
280	Stolen Property Offenses	1
290	Destruction/Damage/Vandalism of Property	26
35A	Drug/Narcotic Violations	3
520	Weapon Law Violations	1
90C	Disorderly Conduct	2
90D	Driving Under the Influence	28
90E	Drunkenness	15
90G	Liquor Law Violations	1
90Z	All Other Offenses	88
<b>Total Offenses Reported</b>		<b>219</b>



## **2011 Arrests:**

### Code/Description

120	Robbery	2
13B	Simple Assault	2
13C	Intimidation	1
23H	All Other Larceny	1
270	Embezzlement	1
280	Stolen Property Offenses	1
290	Destruction / Damage / Vandalism of Property	1
35A	Drug / Narcotic Violations	1
90C	Disorderly Conduct	1
90D	Driving Under the Influence (DUI)	25
90E	Drunkenness	14
90Z	All Other Offenses	16
<b>Total Arrests</b>		<b>66</b>

## **2011 CALL SUMMARY**

Citizen Contact	217
Dispatch Equipment Failure	41
Suspicious Person	143
Suspicious Vehicle	39
Unattended Vehicle	18
Disable Vehicle	48
Vehicle Maintenance	470
Traffic Stop	956
Package Pick up / Delivery	219
Robbery	1
Assault	2
Assault, Misdemeanor	2
Threatening Communications	22
Threatening Communications, Elected Official	3
Suspicious Package	25
Silent 911	40
Trespass	2



Burglary	5
Larceny	19
Larceny, Grand	9
Larceny, Petit	16
Fraud	2
Embezzlement	1
Damaged Property	12
Damaged Property, State	42
Damaged Property, Personal	21
Intelligence	24
Threat General	2
Miscellaneous	130
Drug Offense	3
Vehicle Accident	23
Vehicle Accident, State	7
Vehicle Accident, Personal	26
Vehicle Accident, Hit and Run	8
Suspicious Substance	1
K-9 Service DCP	490
K-9 Service (Non-DCP)	36
Harassing Communications	12
Harassing Communications, Elected Official	3
Employee Dismissal	9
Suspicious Incident	38
Nuisance Offenses	141
Disorderly Conduct	16
Courtroom Security Sweep	135
Crime Prevention Service	24
Bomb Threat	1
Health / Safety Check	32



Rally / Protest	29
Animal Control	2
Domestic	4
Executive Protection	36
Special Operations	3
Security Assessment	2
Special Assignment	83
Assist Other Jurisdiction	155
Lost / Found Property	70
Missing Person	1
Driving Under the Influence (DUI)	25
Drunk in Public	17
Urinating in Public	8
Criminal Warrant, Service	15
Transport	401
Alarm	84
Alarm, Duress	27
Alarm, Fire	78
Alarm, Intrusion	91
Alarm, Glass	40
Alarm, Trouble	40
Building / Property Checks	16,263
Security Breach	1
1st Service Request	366
Security Management Request	152
Medical	62
Open / Unlock Door	75
Parking Complaint	190
X-Ray Item	14
<b>Total Calls</b>	<b>21,870</b>





## **OFFICE OF THE CHIEF OF POLICE**

### **Financial Services**

The Financial Services Section is staffed by one wage employee. The goals and objectives of this position are to review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and to ensure that the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction. Missing documentation, if any, is obtained as well as further descriptive information, when needed. CARS reports are obtained from the Department of Account's (DOA) system known as "Reportline". The detail reports are reconciled to the summary reports. The details of each transaction are then posted to the agency's internal records. The monthly and YTD transactions per the internal records are then reconciled back to CARS to ensure both are in agreement. The position creates the internal records each year using Excel that consist of detailed object code ledger sheets along with a linked summary. Also, the position maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The position creates an annual operating plan by allocating appropriations to the expenditure object codes in CARS based on analysis of historical spending and future spending requirements as well as discussion and input received from select members of the DCP executive staff. The position also performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. If unexpended balances (surplus) exist, the position meets with executive management to determine how these funds may be used to provide needed supplies, services and equipment for ongoing operations as well as ease the financial burden in subsequent years through the prepayment of ongoing expenses such as leases, maintenance, training, etc. Finally, the position prepares transactions using DPB's Performance Budgeting (PB) system and reconciles all appropriations and allotments received for use in funding agency expense. Additionally, this position evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure the timeliest, accurate and efficient procedures are in place to allow for sound decision making. Lastly, this position also performs any and all special finance/accounting related projects as required (e.g. budget reduction scenarios, preparation of decision packages, etc).

### **Records Management**

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to coordinate and respond to Freedom of Information Act requests; manage criminal, non-criminal and juvenile records; and to manage the Division's compliance with the Library of Virginia's Records Retention policies.



## Accomplishments

### ■ Freedom of Information Act (FOIA) Records

In 2009, files for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2011, the Division of Capitol Police received 37 FOIA requests, an increase of 10 requests from 2010. Eighteen requests were for criminal records and 19 were for non-criminal records; one request was subsequently forwarded to the Virginia State Police as the incident was investigated by that agency. Because the public is more aware of how to obtain records, and because the Division has a procedure in place for obtaining records, the Division is experiencing an increase in the number of requests for criminal and non-criminal records. This is a move in the right direction for both the public and for the Division.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of The Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer.

### ■ Records: Criminal (Group A), Non-Criminal (Groups B), and Juvenile

Spreadsheets for the 2008-2011 Group A (75-year retention) and Group B (10-year retention) records were prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, date report was taken, event description, officer, victim, complainant, case status, and date report is Inactive, Closed Services, or Closed by Arrest. Additionally, the Division has adopted a spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated accessed by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2011 Group A and Group B records are filed by month and are maintained by the Records Officer. The juvenile reports are destroyed pursuant to the *Code of Virginia*, which is five (5) years after the individual reaches majority.

### ■ Records

The Division's records are retained at headquarters -- the Bank Street location. The records room houses records that are primarily inactive or closed. The Records Officer is in the process of purging reports beginning in 1986 through the present. This process involves organizing the records that are retained for 75 years (Groups A's) and the records retained for 10 years (Groups B's). To date, reports for 1986-1992 have been purged.



The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

- Records Retention Schedule

The LVA is developing a retention schedule for the state law enforcement agencies. At such time that that schedule has been approved and provided to the respective agencies, the Division will use that schedule as a guideline for its law enforcement records retention schedule.

The records retention schedule identifies the ‘shelf life’ of an agency’s records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

### **Recommendations**

- Transition files to digital imaging
- Develop an improved process for the flow of police reports

### **Human Resource Management**

Human Resource Management is comprised of one full-time employee who reports directly to the Assistant Chief. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees; performance management; employee relations; workforce personnel data management; compensation, rewards, and benefits management; and training and development of employees.

### **Accomplishments**

- Recruitment
  - Police Officer – received 350 applications
  - Mailed 150 online employment questionnaires (PHQ) to police officer applicants
  - Tested 48 police officer applicants (3 certified)
  - Sent 18 applicants to background
  - Hired 5 candidates – Spring Basic Academy
  - Hired 7 candidates – Fall Basic Academy
  - Hired 2 candidates – already certified
  - Established and hired (2) wage positions (VSCAN Manager, IT Coordinator)
  - Communications Supervisor – received 50 applications





- Employee Recognition and Awards
  - 3 Officers promoted – Colonel Anthony S. Pike / Sergeant James Seaton Jr., / Corporal Marcus Brigil
  - Coordinated Service Awards for years of State service (5-30 years)
  - Developed certificates for “Officer of the Month”
  - Developed certificates for “Officer of the Year”
  - “Officer of the Year” announced and plaque awarded
  - Years of Service Plaque awarded to new Retirees
  - Developed certificates for “Award of Excellence”
  - Coordinated Annual Employee Awards & Recognition Dinner (VA War Memorial)
- Career Development Program
  - Compliance review conducted for Police Officer II participants
  - Remaining 8 Police Officer II participants are adhering to program requirements
- Administrative Investigations
  - Set-up and maintenance of administrative folders.

### **Recommendations**

- Create a recruitment video to be placed on the Division’s website.

### **Internal Affairs**

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee’s immediate supervisor. All allegations of employee misconduct are investigated. Nineteen cases were initiated and cleared during 2011. Twelve complaints were initiated externally, while seven originated internally. Of those 19 cases, 0 were closed by resignation, three were unfounded, and sixteen resulted in Sustained, Not Sustained, and/or Justified allegations (21 sustained, 4 not sustained, 1 justified).



## Division of Capitol Police Commonwealth of Virginia

### **Law Enforcement Code of Ethics**

Reprinted from the  
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



## 2011 Annual Awards and Recognition Ceremony

### PROMOTIONS

Colonel Anthony S. Pike  
Sergeant James Seaton, Jr  
Corporal Marcus Brigil

### SERVICE AWARDS

#### Thirty-Five Years

Stephanie B. Dillon

### EMPLOYEE OF THE MONTH

C/O Shawanna L. Webster	January
S/O M. Jane Sparks	February
C/O Jessica S. Howe	March
Sergeant Anthony S. Gulotta	July
Corporal James L. Cosby, Jr.	August
Officer D. Sean Chaulklin	September

#### Thirty Years

Lieutenant Thomas E. Hickey

#### Twenty-Five Years

Officer David J. Boyland  
Lieutenant C. Dawn Marshall

### EMPLOYEE OF THE YEAR

C/O Jessica S. Howe

#### Twenty Years

Officer David C. Patterson

### RETIREMENTS

Colonel Kimberly S. Lettner

#### Fifteen Years

Sergeant Paul J. Bassett  
Officer Jeffrey S. Garland  
Lieutenant Stephen R. Robinson

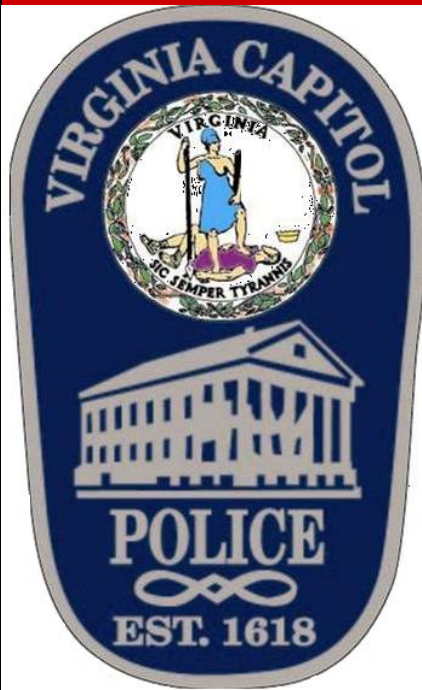
#### Ten Years

Corporal James L. Cosby, Jr.

#### Five Years

C/O Brenda M. Hayden  
C/O Shafaira Washington  
C/O Shawanna L. Webster





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